



Glossary of Certification Terms

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Deficiency Codes/Requirements to Satisfy

Certificate Status

Expired

The certificate has expired and is not valid for employment. The educator must apply to continue the certificate in order to re-establish a valid status. The application and requirements to continue the certificate depend on the certificate type and whether it has deficiencies.

Lapsed

The certificate has been expired for more than one year. Individuals who have a lapsed certificate must reapply for certification under the requirements in effect at the time of reapplication.

Valid

The certificate is in force and the certificate holder may be employed in a position authorized by the certificate. The certificate holder is responsible for meeting the requirements to maintain a valid certificate status.

Certificate Types and Requirements to Maintain

Approved Areas

Approved areas are attached to elementary, secondary, or special education certificates, authorizing the holder to teach the specified subject in the grade level or special education area of the applicable certificate.

Administrative Certificates (Principal, Superintendent, Supervisor)

Administrative certificates authorize the holder for the specified administrative position. An Administrative certificate will be valid for six years UNLESS the certificate has deficiencies. Deficiencies must be removed within the allowable timeframe in order to extend the certificate and/or qualify for any new teaching or administrative certificates.

Administrative Certificate Deficiency Timeline

Deficiency Code	Deficiency Due Date
SEI 1 – SH SEI 3 – SH	ONE YEAR from date of issue. The due date is established by the first certificate issued with the SEI deficiency; therefore, subsequent certificates may be valid for less than one year until deficiency is satisfied.
SCH LAW	ONE YEAR from date of issue of the Administrative certificate.
SCH FIN	ONE YEAR from date of issue of the Administrative certificate.
AZ Con US Con	THREE YEARS from date of issue, except that if the educator is certified in History, Political Science/American Government, or Middle School Social Studies they have ONE YEAR to meet the requirement. The due date is established by the first certificate with an AZ and/or US constitution deficiency; therefore, subsequent certificates may be valid for less than three years until deficiency is satisfied.

Renewal Requirements:

Administrative certificates with no deficiencies may be renewed six months prior to their expiration date. To qualify for renewal the applicant must: 1. Submit verification 180 clock hours of professional development, or 12 semester hours of college coursework, or a combination of coursework and clock hours completed during the valid term of the certificate; AND 2. Currently hold, or qualify for and apply to add, a full Structured English Immersion (SEI) endorsement.

Links to Administrative Certificate Information and Related Application Forms:

[Application for SEI endorsement](#) - Use to remove SEI endorsement by adding Provisional or full SEI endorsement).

[Application to Remove Deficiencies](#) - Use to remove FP, AZ and/or US Constitution Deficiency.

[Application for Renewal of Administrative Certificate](#)

[Requirements for Administrative Certificates](#)

Athletic Coaching Certificate

The Athletic Coaching certificate entitles the holder to perform coaching duties in interscholastic and extracurricular athletic activities. It is not required for teachers who hold a valid elementary, secondary, or special education certificate.

The Athletic Coaching certificate is valid for six years and may be renewed six months prior to the expiration date. To qualify for renewal the applicant must submit: 1. Documentation of 60 clock hours of professional development, or 4 semester hours of college coursework, or a combination of coursework and clock hours completed during the valid term of the certificate; AND 2. Valid certification in first aid and Coronary and Pulmonary Resuscitation (CPR).

Links to Athletic Coaching Information and Application Forms:

[Application for Renewal of Athletic Coaching Certificate](#)

[Requirements for Athletic Coaching Certificate](#)

Emergency Substitute Certificate

The Emergency Substitute certificate entitles the holder to substitute only in a district that verifies that an emergency employment certificate exists. The holder of the emergency substitute certificate is limited to 120 days of substitute teaching per school year.

The Emergency Substitute Certificate is valid for one school year or part thereof; the expiration date shall be the following July 1.

The initial requirements for the Emergency Substitute certificate are: 1. A high school diploma, General Education Degree, or Associate's degree; 2. Verification from the school district superintendent that an emergency employment situation exists; and 3. A valid Arizona Department of Public Safety Identity Verified Prints fingerprint card.

Re-Issuance Requirements:

To qualify for re-issuance of an Emergency Substitute certificate the holder must submit verification from a school district that an emergency employment situation exists and meet one of the following requirements:

1. Submit official transcripts documenting 2 semester hours of academic coursework OR verification of 30 clock hours of district in-service training completed since the last issuance of the Emergency Substitute certificate; OR
 2. Submit official transcripts documenting a total of 30 semester hours of academic coursework from an accredited college or university.
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Endorsements

Endorsements are attachments to teaching certificates and indicate areas of specialization. They are valid for grades K-12 unless otherwise indicated. Once issued, they are automatically renewed with the certificate on which the endorsement was posted. Optional endorsements may be required by local governing boards.

Links to Endorsement Information:

[Requirements for Certification Endorsements](#)

Guidance Counselor Certificate

The Guidance Counselor certificate is valid for a PreK-12 guidance counselor position.

Renewal Requirements:

The Guidance Counselor certificate is valid for six years and may be renewed six months prior to their expiration date. To qualify for renewal the applicant must submit documentation of 180 clock hours of professional development, or 12 semester hours of college coursework, or a combination of coursework and clock hours completed during the valid term of the certificate.

Links to Guidance Counselor Certificate Information and Application Forms:

[Application to Renew Guidance Counselor certificate](#)

[Requirements for Guidance Counselor certificate](#)

Interim Administrative Certificates

Interim Administrative certificates are issued in the areas of supervisor, principal, and superintendent. The certificate entitles the holder to perform the duties described in the specific certificate while completing an Arizona State Board approved administrator preparation program. Upon completion of the program, the Interim certificate holder submits an Institutional Recommendation, a passing score report for required AEPA Administrative exam, and any other applicable documentation in order to qualify for the 6-year administrative certificate.

The Interim Administrative certificate is valid for one year from the date of issuance and may be extended yearly for no more than two consecutive years. Upon completion of the program, the certificate holder must submit an Institutional Recommendation (IR) verifying completion of an Arizona State Board approved administrator program, a passing score on the appropriate AEPA Administrative exam, and any other required documentation to qualify for the 6-year Administrative certificate.

Interim Administrative Deficiency Timeline

Deficiency Code	Deficiency Due Dates
AZ Con US Con	THREE YEARS from date of issue, except that if the educator is certified in History, Political Science/American Government, or Middle School Social Studies they have ONE YEAR to meet the requirement. The due date is established by the first certificate with an AZ and/or US constitution deficiency; therefore, subsequent certificates may be valid for less than three years until deficiency is satisfied.
Admin Exam	Upon completion of the state approved program, Interim Administrative certificate holders must pass the required Administrative exam in order to qualify for the Supervisor, Principal, or Superintendent certificate.

Junior Reserve Officer Training Corps (JROTC) Certificate - Grades 9-12

The Junior Reserve Officer Training Corps certificate is valid for any local education agency which conducts an approved Junior Reserve Officer Training Corps program of the Air Force, Army, Navy, or Marine Corps. The certificate is valid for six years and is renewable upon application.

Related Junior Reserve Officer Training Corps (JROTC) Application forms:

[Requirements for JROTC certificate](#)

[Application for Renewal of JROTC certificate](#)

Native American Language Certificate

The Native American Language certificate is optional and issued to individuals to teach only a Native American Language in grades PreK-12. The certificate is valid for six years and may be renewed with verification of 60 clock hours of professional development completed during the valid term of the certificate.

Related Native American Language Certificate forms:

[Requirements for Native American Language certificate](#)

[Application for Renewal of Native American Language certificate](#)

Provisional Adult Education Certificate

The Provisional Adult Education certificate is valid for three year and authorizes the holder to teach in the areas of Adult Basic Education, Adult Secondary Education, English Language Acquisition for Adults, or Citizenship. Individuals certified with a Provisional Adult Education certificate may qualify for the Standard Adult Education certificate with completion of: 1. One year of full-time or part-time adult education teaching experience during the valid term of the Provisional Adult Education certificate; AND 2. Completion of 10 clock hours of professional development completed during the valid term of the Provisional Adult Education certificate.

Related Provisional Adult Education Application Forms:

[Requirements for Adult Education Certificate](#)

[Application to Convert Provisional Adult Education Certificate](#)

Provisional Career and Technical Education (CTE) Certificates

A three year certificate offered in the Career and Technical Education areas of Agriculture, Business and Marketing, Family and Consumer Sciences, Education and Training, Health Careers, or Industrial and Emerging Technologies. The Provisional CTE certificate may be valid for less than three years because of certain allowable deficiencies. The requirements to convert or extend a Provisional CTE certificate will vary depending on the option the applicant qualified under. An evaluation detailing requirements to extend or convert a Provisional CTE certificate will be mailed to applicants who qualify.

Provisional Career and Technical Education (CTE) Deficiency Timeline

Deficiency Code	Deficiency Due Dates
SEI – 3 SH	ONE YEAR from date of issue. The due date is established by the first certificate issued with the SEI deficiency; therefore, subsequent certificates may be valid for less than one year until deficiency is satisfied.
AZ Con US Con	THREE YEARS from date of issue, except that if the educator is certified in History, Political Science/American Government, or Middle School Social Studies they have ONE YEAR to meet the requirement. The due date is established by the first certificate with an AZ and/or US constitution deficiency; therefore, subsequent certificates may be valid for less than three years until deficiency is satisfied.
Prof Know	Provisional CTE certificate holders must meet the Professional Knowledge-Secondary exam requirement within THREE YEARS from date of issue.
[X] SH	Provisional CTE certificate holders must complete half of the required semester hours of required coursework within THREE YEARS from date of issue. All required coursework for the Standard CTE certificate must be completed within SIX YEARS from date of issue.

Links to Provisional CTE Certificate Information:

[Requirements for Provisional CTE certificates](#)

[Application to Extend Provisional CTE certificate](#)

[Application to Convert Provisional CTE certificate to Standard CTE certificate](#)

Provisional Endorsements

Provisional Endorsements are issued in the areas of Bilingual Education, English as a Second Language, Structured English Immersion, and Gifted Education. Provisional Endorsements are valid for three years and may not be renewed or extended. The certificate holder must complete all requirements for the full endorsement in order to continue the authorization.

Links to Provisional Endorsement Information:

[Requirements for Provisional Endorsements](#)

[Application to Add Endorsement](#)

Provisional Foreign Teacher Certificate

The Provisional Foreign Teacher certificate is required for a teacher or professor from any foreign country, state, territory, or possession of the United States contracted through the foreign teacher exchange program. The certificate requires completion of training and background comparable to the requirements of the corresponding Arizona teaching certificate and demonstration of fluency in English.

Extension Requirements:

The Provisional Foreign Teacher Certificate is valid for one year and may be extended for up to two additional years. To qualify for an extension of the Provisional Foreign Teacher Certificate applicants must qualify for and apply to add a Provisional or full Structured English Immersion (SEI) AND submit a verification letter of intent to hire signed by a district Superintendent or HR director.

Provisional Foreign Teacher Teaching Certificate Deficiency Timeline

Deficiency Code	Deficiency Due Date
SEI – 3 SH	ONE YEAR from date of issue. The due date is established by the first certificate issued with the SEI deficiency; therefore, subsequent certificates may be valid for less than one year until deficiency is satisfied.

Provisional Foreign Teacher Information and Related Application Forms:

[Requirements for Provisional Foreign Teacher Certificate](#)

[Application for Provisional Foreign Teacher Certificate](#)

[Application for Extension of Provisional Foreign Teacher Certificate](#)

Provisional Teaching (Elementary, Secondary, Special Education, Arts Education, Early Childhood) Certificates

The Provisional Teaching certificate is a 3 year, initial certificate issued upon completion of all teacher education coursework and exam requirements. The Provisional Teaching certificate may be valid for less than three years because of certain allowable deficiencies.

Educators who hold the Provisional Teaching certificate may qualify for the Standard certificate by completing two years of full-time, PreK-12 teaching experience during the valid term of the Provisional certificate. Educators who do not have two years of full-time, PreK-12 to qualify for the Standard certificate may apply for a one-time extension for an additional three years.

Provisional Teaching Certificate Deficiency Timeline

Deficiency Code	Deficiency Due Date
SEI 1 – SH SEI 3 – SH	ONE YEAR from date of issue. The due date is established by the first certificate issued with the SEI deficiency; therefore, subsequent certificates may be valid for less than one year until deficiency is satisfied.
AZ Con US Con	THREE YEARS from date of issue, except that if the educator is certified in History, Political Science/American Government, or Middle School Social Studies they have ONE YEAR to meet the requirement. The due date is established by the first certificate with an AZ and/or US constitution deficiency; therefore, subsequent certificates may be valid for less than three years until deficiency is satisfied.

Links to Provisional Teaching Certificate Information and Application Forms:

[Requirements for Provisional Arts Education, Early Childhood, Elementary, Secondary certificates](#)

[Requirements for Provisional Special Education Certificates](#)

[Application to add SEI endorsement](#)

[Application to remove AZ Constitution, US Constitution or Fingerprint deficiency](#)

[Application for One-Time Extension of Provisional Teaching Certificate](#)

[Application for Conversion of Provisional Teaching Certificate](#)

Reciprocal Teaching and Reciprocal Administrative Certificates

A Reciprocal teaching or administrative certificate issued to teachers and administrators who hold a valid, comparable educator certificate from another state. The Reciprocal certificate is valid one year from date of issue and shall not be renewed or extended. Applicants must qualify and apply to transfer the Reciprocal certificate within one year from date of issue in order to continue the authorization.

Reciprocal Certificate Deficiency Timeline

Deficiency Code	Deficiency Due Date
SEI 1 – SH SEI 3 – SH	ONE YEAR from date of issue. The due date is established by the first certificate issued with the SEI deficiency; therefore, subsequent certificates may be valid for less than one year until deficiency is satisfied.
Subj Knldg, Prof Knldg, and Admin Exams	ONE YEAR from date of issue of the Reciprocal certificate.
AZ Con US Con	THREE YEARS from date of issue, except that if the educator is certified in History, Political Science/American Government, or Middle School Social Studies they have ONE YEAR to meet the requirement. The due date is established by the first certificate with an AZ and/or US constitution deficiency; therefore, subsequent certificates may be valid for less than three years until deficiency is satisfied.

Reciprocal Certificate Information and Related Application Forms:

[Requirements for Reciprocal Teaching and Reciprocal Administrative Certificates](#)

[Application to Transfer Reciprocal Teaching and Administrative Certificate](#)

School Psychologist Certificate

The School Psychologist certificate is required for personnel whose primary responsibility is in the role of a school psychologist providing services that include but are not limited to the duties of psycho-educational assessment, therapeutic consultation and intervention, and involvement in the process of determination of student disabilities or disorders.

The certificate is valid for six years and may be renewed with verification of 180 clock hours of professional development completed during the valid term of the certificate.

Links to School Psychologist Information and Application Forms:

[Requirements for School Psychologist Certificate](#)

[Application to Renew School Psychologist Certificate](#)

Specialized Secondary STEM certificate

The Specialized Secondary STEM certificate is valid for grades 7-12 and certifies the holder to teach Science, Technology, Engineering, or Mathematics as specified on the certificate. The certificate is valid for six years UNLESS it has allowable deficiencies. Deficiencies must be satisfied within the timeline specified in order to extend the certificate.

Specialized STEM Certificate Deficiency Timeline

Deficiency Code	Deficiency Due Date
SEI 1 – SH SEI 3 – SH	ONE YEAR from date of issue. The due date is established by the first certificate issued with the SEI deficiency; therefore, subsequent certificates may be valid for less than one year until deficiency is satisfied.
AZ Con US Con	THREE YEARS from date of issue, except that if the educator is certified in History, Political Science/American Government, or Middle School Social Studies they have ONE YEAR to meet the requirement. The due date is established by the first certificate with an AZ and/or US constitution deficiency; therefore, subsequent certificates may be valid for less than three years until deficiency is satisfied.

Renewal Requirements>

Specialized Secondary STEM certificates with no deficiencies will be valid for six years. Certificates may be renewed six months prior to their expiration date. To qualify for renewal the applicant must: 1. Show completion of 180 clock hours of professional development during the valid term of the certificate; AND 2. Currently hold, or qualify for and apply to add, a full Structured English Immersion (SEI) endorsement.

Links to Specialized Secondary Certificate Information and Application Forms:

[Requirements for Specialized Secondary-STEM certificate](#)

[Application for SEI endorsement](#) (use to remove SEI endorsement by adding Provisional or full SEI endorsement).

[Application to Remove Deficiencies](#) (use to remove FP, AZ and/or US Constitution Deficiency)

[Application for Renewal of Specialized Stem Certificate](#)

Speech-Language Pathologist Certificate

The Speech-Language Pathologist certificate is required for all school-based speech language pathologists. The certificate is valid for six years and may be renewed Sixty (60) clock hours of relevant professional development in the field of speech pathology, or professional development in the areas of articulation, voice, fluency, language, low incidence disabilities, curriculum and instruction, professional issues and ethics, or service delivery models.

Speech-Language Pathologist Certificate Information and Related Application Forms:

[Requirements for Speech-Language Pathologist certificate](#)

[Application for Renewal of Speech-Language Pathologist certificate](#)

Speech-Language Technician Certificate

The Speech-Language was issued to school-based speech language professional. Effective June 30, 3014, no new applications for the Speech-Language Technician certificates will be accepted; however, individuals who hold the Speech-Language Technician certificate may continue to renew the certificate as long as they do not allow it to lapse. The certificate is valid for six years and may be renewed with the completion of 12 semester hours of graduate level coursework in the field of speech pathology, OR 180 clock hours of professional development in the areas of articulation, voice, fluency, language disorders, low incidence disabilities, professional issues and ethics, or service delivery models OR a combination of both; 15 clock hours equals 1 semester hour on an official transcript.

Speech-Language Technician Certificate Related Application Forms:

[Application for Renewal of Speech-Language Pathologist certificate](#)

Standard Adult Education

The Standard Adult Education certificate authorizes the holder to teach in the areas of Adult Basic Education, Adult Secondary Education, English Language Acquisition for Adults, or Citizenship. The certificate is valid for six years and may be renewed with documentation of Completion of 60-clock hours in a professional development program.

Standard Adult Education Information and Related Application Forms:

[Requirements for Adult Education certificate](#)

[Application to Renew Adult Education certificate](#)

Standard Teaching Certificates

Standard teaching certificates in the areas of Elementary, Secondary, Special Education, Arts Education, Early Childhood Education, Career and Technical Education are valid for six years and may be renewed. In most cases, teachers certified with a Standard teaching certificate have fulfilled all coursework and exam requirements for a Provisional teaching certificate and completed two years of full-time teaching experience during the valid term of the Provisional certificate.

A Standard Teaching Certificate may be renewed six months prior to the expiration date. To qualify for renewal the applicant must: 1. Submit verification of completion of 180 clock hours of professional development during the valid term of the Standard certificate; AND 2. Currently hold, or qualify for and apply to add, a full Structured English Immersion (SEI) endorsement.

Related Standard Certificate Application forms:

[Application for Renewal](#)

Substitute Certificate

The Substitute certificate entitles the holder to substitute in the temporary absence of a regular contract teacher. An individual who holds a valid Arizona Teaching or Administrator certificate shall not be required to hold a Substitute certificate to be employed as a substitute teacher. The individual holding only a Substitute certificate shall not be assigned a contract teaching position and shall be limited to 120 days of substitute teaching in the same school each school year. Substitute teaching may not be used to waive the student teaching practicum.

Substitute Certificate Information and Related Application Forms:

[Requirements for Substitute certificate](#)

[Application for Renewal of Substitute certificate](#)

Teaching Intern Certificate

The Teaching Intern certificate entitles the holder to enter into a teaching contract while completing a State Board approved teacher preparation program leading to an Arizona Provisional Teaching certificate. The Teaching Intern certificate meets the federal highly qualified requirement of full state certification. Individuals who hold the Teaching Intern certificate have a Bachelor's degree, pass the Subject Knowledge exam for the content area(s) that they teach, and are completing an approved alternative path to certification.

The Teaching Intern certificate is valid for one year and may be extended yearly for no more than two consecutive years provided the applicant is making adequate progress in the program. Upon successful completion of the teacher preparation program, applicants will receive an Institutional Recommendation for a Provisional certificate.

Teaching Intern Certificate Deficiency Timeline

Deficiency Code	Deficiency Timeline
AZ and US Constitution	Applicants who otherwise qualify but are deficient in the Arizona and or U.S. Constitution have THREE YEARS to fulfill the requirement, except that if they are certified in History, Political Science/American Government, or Middle School Social Studies they have ONE YEAR to meet the requirement.
Prof Knldg	Applicants must pass the required Professional Knowledge exam in order to qualify for the Provisional Teaching certificate.

Teaching Intern Certificate Information and Related Application Forms:

[Application to Extend a Teaching Intern Certificate](#)

[Requirements for the Teaching Intern Certificate](#)

Deficiency Codes/Requirements to Satisfy Deficiencies

Deficiency Codes	Description	Explanation
AZ Con	Arizona Constitution	Complete a class or pass the appropriate examination on the provisions and principles of the Arizona Constitution.
US Con	United States Constitution	Complete a class or pass the appropriate examination on the provisions and principles of the United States Constitution.
FP	AZDPS IVP Fingerprint Clearance Card	A valid AZDPS IVP Fingerprint Clearance Card is required.
Prof Knldg	Professional Knowledge Exam	Pass the appropriate NES or AEPA Professional Knowledge exam for the certificate area. See evaluation for specific exam requirement.
Subj Knldg	Subject Knowledge Exam	Pass the appropriate NES or AEPA Subject Knowledge exam for the certificate area. See evaluation for specific exam requirement.
Admin Exam	Administrator Proficiency Exam	Pass the appropriate AEPA Administrator proficiency exam. See evaluation for specific exam requirement.
Phonics	Phonics Training or Class	Complete a three (3) semester hour class or forty-five clock hour training in research-systematic phonics from an accredited institution or other provider.
[X] SH	[X] semester hours of coursework.	Complete [X] semester hours of coursework. See evaluation for specific coursework requirements.
SEI - 1 SH	One semester hour or 15 clock hours of State Approved Structured English Immersion (SEI) Endorsement Training.	A Provisional or full SEI endorsement is required. Complete one (1) semester hour or fifteen (15) clock hours of State-approved SEI endorsement training to qualify for the Provisional SEI endorsement. To qualify for a full SEI endorsement, complete an ADDITIONAL 45 clock hours or 3 semester hours of SEI completion training.
SEI – 3 SH	Three (3) semester hours or 45 clock hours of State Approved Structured English Endorsement (SEI) Endorsement training.	A Provisional or full SEI endorsement is required. Completed three (3) semester hours or forty-five (45) clock hours of State-approved Augmented Provisional SEI endorsement training. To qualify for a full SEI endorsement, complete an ADDITIONAL 45 clock hours or 3 semester hours of state approved SEI completion training.
SCH LAW	Three (3) semester hours of School Law.	Complete a 3 semester hour graduate level class in School Law.
SCH FIN	Three (3) semester hours of School Finance	Complete a 3 semester hour graduate level class in School Finance.